Contact	Information Communications Unit	Effective:	July 1, 2007
References.	Naming Standards	Replaces	New

http://aww.ecology.ecy.wa.lcl/services/ads/STANDARDS/index.asp

Policy 310B: Creating or Changing the Name, Address, or Identification Number for a Facility or Site

Purpose: Follow this policy when creating or changing the following information for a Facility or Site:

- Name
- Address
- Identification number

The name and address of a Facility or Site exists in several Department of Ecology (Ecology) electronic databases. The Toxics Cleanup Program (TCP) uses the names and addresses in the Facility/Site (F/S) database as their official name and address. For that reason, this policy was created to ensure that TCP follows the Name and Address Standard, created and upheld by the Application and Data Services Section of the Administrative Services Program. The Standard ensures consistent entry of organization and individual names and addresses into the F/S database.

Application: This policy applies to Ecology site managers and TCP Data Coordinators.

1. Creating a Name, Address, and Identification Number (Ecology ID) for a New Site

Before creating a new name and address, the following TCP Data Coordinators must verify the name or address do not exist in the F/S database:

- Integrated Site Information System (ISIS) Coordinators
- Voluntary Cleanup Program (VCP) Coordinators
- Underground Storage Tank (UST) Coordinators
- Leaking Underground Storage Tank (LUST) Coordinators

The ISIS Coordinators are also responsible for making sure the site name and address adhere to Ecology's Name and Address Standard, which includes:

- Using the name of the current business at the site (the name on the "Front Door", not the owner's name, unless they are the same).

- Using the name of the business that appears as the principal source of contamination (based on Initial Investigation results) when facilities or sites have multiple parcels or businesses,

- Using the current property owner or site address as the site name if the land or business is vacant or is a home.

- Not using the word "Former" in the name.

- Using limited punctuation.

  I.   Ampersand (&) used in the place of the word AND.

  II. Period (.) used only with decimals.

  III. Hyphen (-) used only to show a street number range.

  IV. Forward slash (/) used only with fractions.

- Using a physical address, not PO Box. If no US Postal address is available, use the closest intersection, cross-street, or latitude and longitude.

- Using abbreviations of street prefixes and suffixes.

- Using a unique name.

- Using the standard abbreviation for state agencies names if a state agency is part of the name. For example, use "ECY" instead of "Ecology".

- Using "WA" as a prefix for state agencies. For example, "WA ECY".

- Using "US" as a prefix for federal agencies. For example, "US ARMY".

For more guidance, please refer to the Name and Address Standard (Standard), document provided by the Application and Data Services Section. Find the Standard at http://aww.ecology.ecy.wa.lcl/services/ads/STANDARDS/index.asp. Direct questions about the Standard to the F/S Administrator.

NOTE: The UST module in ISIS tracks names and addresses downloaded from the Department of Licensing. Those names and addresses may be different from those in the F/S database. However, TCP must use the existing names and addresses in the F/S database as the standard.

2.   Changing the Name, Address, or Identification Number (Ecology ID) of an Existing Site

- **Changing Information for a Facility or Site**

  Before changing the F/S database (name, address, identification number), the TCP Data Coordinators MUST contact and consult all programs involved with the site. All programs must agree to any change to F/S information.

  To change a name, put the "old" name in the F/S "Alternate Name" table.

  For UST sites, if another program does not agree with the name change, then enter the UST site name as an F/S "Alternate Name."

- **Merging or Deleting Sites**

Contact your TCP Data Coordinator to research the sites if duplicate sites are found. The TCP Data Coordinator will consult the other programs involved to decide whether to merge or delete the sites. Once it is agreed, the TCP Data Coordinator will contact the ISIS Technical Staff to make the changes. Only the ISIS Technical Staff have authority to ask for the merge or deletion of a site by the F/S Administrator.

For more guidance, please refer to the Name and Address Standard document provided by the Application and Data Services Section. Direct questions about the document to the F/S Administrator.

3. Use of the Facility/Site Identification Number on Documents

TCP staff must include the F/S identification number on all site-specific documents, including, but not limited to:

- Advisory opinions (issued under the Voluntary Cleanup Program)
- Formal correspondence
- Fact sheets
- Invoices
- Public notices
- Grants
- Site Register

Approved: _____

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Policy Disclaimer: The purpose of this policy is to guide Ecology staff. It does not create rights, substantive, or procedural, enforceable by any party in litigation with the state of Washington. Ecology may act at variance with this policy depending on site-specific circumstances, or vary or withdraw this policy.